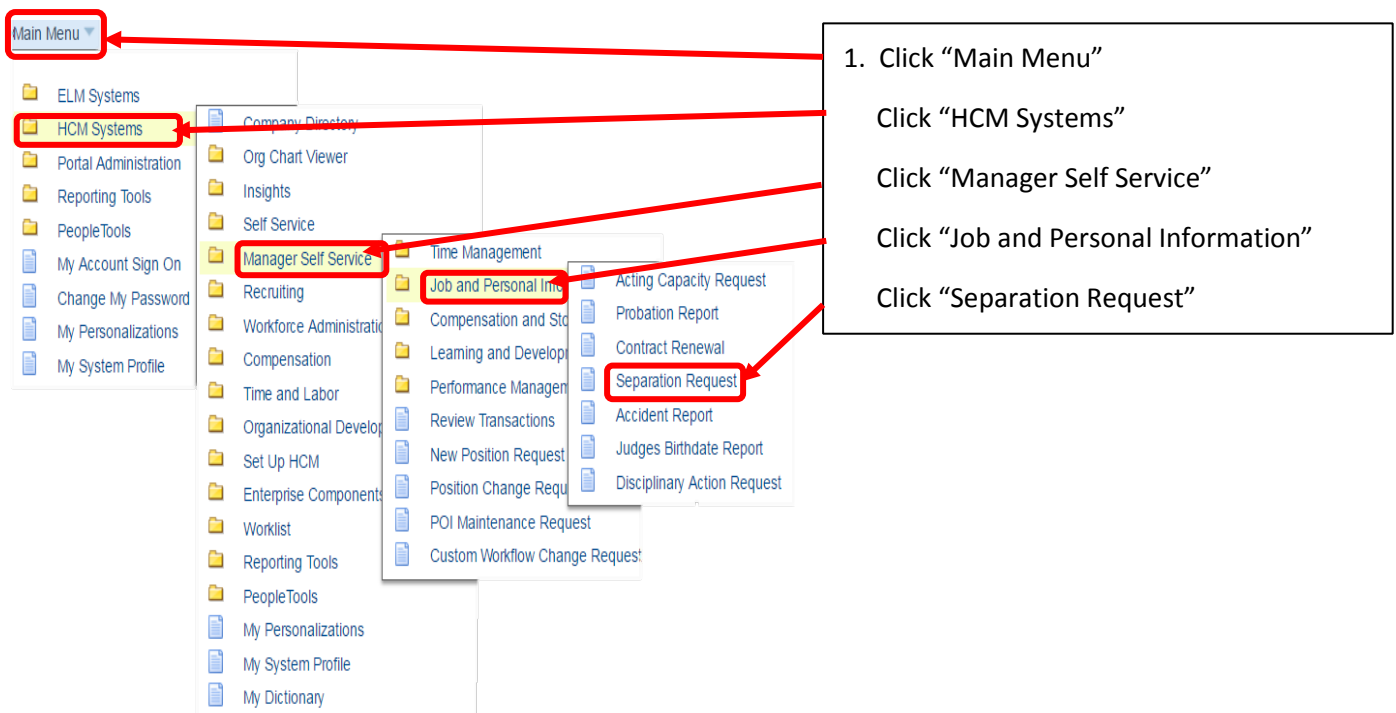


1 How to Complete a Separation Request Form

Before completing a Separation Form, please note:

- If an employee is transferring within the Maryland Judiciary, a Separation Form should **NOT** be completed. That transfer process will be completed via the Recruitment Unit when processing the Hire/Transfer over to Employment Services.
- Before completing a Separation Request Form verify that the employee is actually separating employment with the Maryland Judiciary as a State paid employee (e.g. resigning to accept employment elsewhere, retirement, termination, or end of contract).

To navigate to the Separation Request Form, please follow these breadcrumbs:



1. Click "Main Menu"

Click "HCM Systems"

Click "Manager Self Service"

Click "Job and Personal Information"

Click "Separation Request"

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Sequence Number = [] []

Subject begins with [] []

Document Key String begins with [] []

Priority = [] []

Due Date = [] [] []

Approval Status = [] []

Case Sensitive

Search Clear Basic Search [] Save Search Criteria

2. Click "Add a New Value"

Find an Existing Value | Add a New Value

Form Instructions Attachments

Separation Request

*Subject []

Status Initial

*Employee ID [] [] *Action []

*Employee Name [] *Reason []

*Effective Date of Separation [] []

More Information

[]

Save

3. Click "Instructions" tab to view complete instructions on how to complete and submit this form.

INSTRUCTIONS ON NEXT PAGE

Form | Instructions | Attachments

Separation Request Instructions

An employee must give at least two weeks prior notice of resignation in order to resign from the Judiciary in good standing. The Administrative Official can grant an exception based on unusual or extenuating circumstances.

The following information is required in order to complete the Separation Request Form:

1. **Employee ID:** Employee identification number.
2. **Effective Date of Separation:** The effective date of separation will be the day that the position becomes vacant.
3. **Action:** Type of Separation RET – Retirement
 - TER – Separation
4. **Reason:** Separation Reason
 - ABN – Job Abandonment
 - CTR – Contract Separation
 - DEA – Death
 - DIS – Disability
 - END – End of Assignment
 - RES – Resignation
 - RET – Retirement
 - RIN – Resigned Improper Notice
 - RLS – Resigned in Lieu of Separation
 - TSA – Transfer to State
 - FBW – Failed to Begin Work
 - INV – Separation Involuntary

Managers will initiate the Separation Request Form for direct reports using the Manager SelfService module.

Select the Separation Request Form and enter the information listed below:

1. **Subject:** The system will default this information using the employee's name and work location once the employee id is selected. The subject line will help to track the transaction.
2. **Employee ID:** From list of Direct Reports
3. **Employee Name:** The employee name will default once the employee id is selected.
4. **Effective Date of Separation:** The effective date of separation will be the day that the position becomes vacant.
5. **Action:** Select the action from the list provided
6. **Reason:** Select the reason from the list provided
7. **More Information:** Enter additional comments
8. Attach resignation letter.
9. Click Submit

The screenshot shows the 'Attachments' tab of a 'Separation Request' form. It includes a 'Download Templates' table and an 'Upload your attachments' table. A 'File Attachment' dialog box is open, showing 'Choose File', 'Upload', and 'Cancel' buttons. Red annotations highlight the 'Attachments' tab, the 'Attach' button in the table, the 'Choose File' button in the dialog, and the 'Upload' button in the dialog.

4. Click "Attachment" tab to add your documentation to the Separation Request Form.

Click "Attach" button.

Click "Choose File".

Search your computer drive(s) for the appropriate file name. Upon locating the correct file double click the file name to select it.

Click "Upload" to attach the file.

5 How to Complete a Separation Request Form

The screenshot shows the 'Separation Request' form with the 'Form' tab selected. The form includes fields for *Subject, Status (Initial), *Employee ID, *Employee Name, *Effective Date of Separation, *Action, and *Reason. A 'Save' button is highlighted at the bottom left. Red arrows point from the 'Form' tab to the 'Save' button and from the 'Save' button to the text box on the right.

5. Click on the “Form” tab. Enter the required information as provided in the instructions.

Once information is complete click the “Save” at the bottom of the page.

The screenshot shows the 'Separation Request' form after clicking 'Save'. The form is populated with 'TEST' in the 'More Information' field. The 'Preview Approval' and 'Submit' buttons are highlighted. Red arrows point from these buttons to the text box on the right.

6. Upon clicking “Save” the screen should populate with “Preview Approval” and “Submit” buttons. The form will be issued a sequence number.

Click the “Preview Approval” to see where the approval will route.

Click “Submit” to enter the Separation Request Form.

Upon completion of a Separation Form, please note:

- Voluntary Separations will be routed directly to Employee Services Generalist for processing.
- Involuntary Separations require approval and will be routed to the Employee Relations Officer.

